

Real Estate & Construction Division

1. Directs the over-all real estate and construction program of CIA, including design and construction, appraisal, acquisition, utilization, repair, maintenance, and utilities except for the space acquisition and utilization, and building maintenance and utilities functions of the Office of General Services, *in the Departmental area.*
2. Exercises staff and technical direction of all real estate and construction activities conducted in the field under delegated authority.
3. Consults with and advises staff and operating officials of CIA with respect to real estate and construction requirements involved in proposed or approved programs on projects of the CIA.
4. Determines or reviews architectural and engineering requirements for construction projects and provides for the preparation of plans and specifications.
5. Provides or arranges for the architectural and engineering supervision, under cover where necessary, of the actual construction of approved projects.
6. Provides or arranges for utilities engineering supervision, [REDACTED]

C

25X1C

- 7.
- 8.
- 9.
- 10.
- 11.

~~SECRET~~
Security Information

~~SECRET~~
Real Estate and Construction Division

Office of the Chief

1. Directs the over-all real estate and construction program of CIA, including staff and technical direction of such activities conducted in the field.
2. Advises the Chief, Office of Procurement and Supply, other staff and operating officers of CIA, with respect to the real estate and construction aspects of proposed or approved programs and projects and as to long range space requirements.
3. Prepares, or directs the preparation of, regulations, procedures, and standards pertinent to real estate and construction activities.
4. Reviews and approves or recommends action on proposed real estate acquisitions, leases, permits, or purchase agreements and on construction projects, plans and specifications, contracts, contract changes or extensions.
5. Maintains project files, report files, including reports pertaining to appraisal and acquisition of real estate, contract and lease files, and a complete record of all real estate acquired by CIA reflecting original cost, value of improvements and incidental services and utilities as determined from contracts, approved contract changes, or reports.

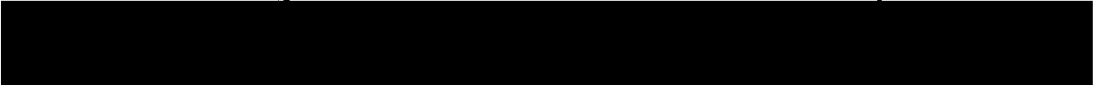

~~SECRET~~

Security Info .

~~SECRET~~

Approved For Release 2001/03/30 : CIA-RDP57-00042A000200070016-4
~~Real Estate and Construction Division~~

Construction Engineering Branch

1. Provides supervision or staff and technical direction for design and construction activities throughout CIA, for the purpose of providing necessary office space, warehousing, living quarters, and communications and monitoring facilities.
2. Develops construction and repair standards applicable to the types of structures required by CIA operations. 25X1C
3. Advises the Chief, Real Estate & Construction Division, staff and 
4. Makes determination, from an architectural or engineering point of view, as to types of construction recommended to meet operational requirements. Reviews similar determinations made in the field under delegated authority. 25X1C
5. As necessary, arranges, or assists with arrangements for the preparation of detailed plans and specifications overtly  as may have been decided upon.
6. Reviews bids for construction work and recommends action; collaborates in negotiation of construction contracts where competitive bids are not involved; reviews contracts executed in the field under delegated authority.
7. Supervises, arranges for supervision of, or provides technical direction for supervision of construction projects, as may be appropriate; approves or recommends changes in contracts; and approves or recommends progress and final contract payments.
8. Conducts continuing inspection of CIA construction activities.
9. As requested, provides the Office of General Services with technical advice and recommendations with respect to repairs, alterations, renovations, and improvements contemplated in the Headquarters, CIA, Area.
10. Develops reporting systems covering all CIA construction projects, reviews and analyzes such reports, develops solutions to problems reported, and recommends changes where indicated.
11. Participates in training and indoctrination of real estate and construction personnel assigned to field offices.

~~SECRET~~
Group 1 Excluded

Approved For Release 2001/03/30 : CIA-RDP57-00042A000200070016-4

~~SECRET~~
Security Information

Real Estate and Construction Division

Acquisition Branch

1. Acquires or furnishes staff and technical direction for the acquisition of real property for the purpose of providing necessary office space, warehousing, living quarters, and training, communications and monitoring facilities, except for the space acquisition and utilization functions of the office of General Services in the Headquarters Area.
2. Advises the Chief, Real Estate and Construction Division, staff and operating officials, with respect to real property acquisition matters involved in approved or proposed programs or projects.
3. Provides staff and operating officials with information relating to general real property laws, conditions, practices, and trends both in domestic and foreign areas for use in planning Agency operations.
4. Conducts surveys to locate required real property, or reviews such surveys; appraises real property; negotiates with property owners, government agencies, [REDACTED] for the acquisition of real property; and incidental services and utilities; prepares legal documents, including leases involved in acquiring real property; and refers such documents to the Office of General Counsel for clearance as to legal form.
5. Conducts surveys, or arranges for surveys, of CIA real property and recommends changes as may be necessary to secure the maximum utilization of real property.
6. Provides for reporting system of real property utilization and acquisition completed in the field under delegated authority; reviews such reports; and furnishes technical guidance where problems arise.
7. Arranges for advertising for bids for approved construction work; reviews bids received and recommends action by the Construction Engineering Branch; and prepares formal contract documents. Collaborates with Construction Engineering Branch in the negotiation of construction contracts where competitive bids are not involved.

8. [REDACTED]

9. [REDACTED]

25X1A11a

25X1A

~~SECRET~~
Security Information

Real Estate and Construction Division

Utilities Engineering Branch

1. Provides supervision or staff and technical direction for utilities and engineering requirements in connection with power installations, sewer and water systems, heating, air conditioning, and refrigeration.
2. Develops standards for utilities requirements applicable to the types of structures required by CIA operations.
3. Advises the Chief, Real Estate & Construction, staff and operating officers as to utilities engineering requirements of approved or proposed programs or projects.
4. Makes determination, from an engineering point of view, as to utilities systems, facilities, and equipment recommended to meet operational requirements. Reviews similar determinations made in the field under delegated authority.
5. Collaborates with the Construction Engineering Branch in the utilities requirements involved in the preparation of detailed plans and specifications.
6. Reviews bids for construction of utilities systems or facilities; collaborates with the Acquisition Branch in negotiation of contracts where competitive bids are not involved; reviews contracts executed in the field under delegated authority.
7. Supervises, arranges for supervision of, or provides technical direction for the supervision of contracts involving utilities, as may be appropriate; approves or recommends changes in contracts; and approves or recommends progress and final contract payments.
8. Conducts continuing inspection of CIA utilities construction and operational activities.
9. As requested, provides the Office of General Services with technical advice with respect to utilities operational and construction matters in the Headquarters, CIA, Area.
10. Collaborates with the Construction Engineering Branch in the development of reporting systems covering construction projects; develops utilities operational and maintenance reports; reviews and analyzes such reports; develops solutions to problems reported; and recommends changes where indicated.
11. Participates in training and indoctrination of real estate and construction personnel assigned to field offices.